Team Meeting

Meeting called by:	Farheen Ali	**Type of meeting:**	Sharing information
Facilitator:	Tyler Ramos	**Note taker:**	Farheen Ali
Timekeeper:	Jacob Jones		

Attendees:	Tyler Ramos, Jacob Jones, Farheen Ali
Please read:	All articles and resources in our note-resources section of discord.
Please bring:	Laptop / Desktop / Phone, Camera, Microphone, Internet Service, Research of topic.

Minutes

Agenda item:	Research Information Sharing	**Presenter:**	Farheen Ali

Discussion:

Each member was told to research information about the topic. During the meeting, everyone shared the information that they collected and gave each other input.

Conclusions:

The information was collected and good information was collected.

Action items	Person responsible	Deadline
✔ Leader of the meeting and making sure we were focused	Farheen Ali	Apr 9, 2023
✔ Sharing information	Farheen Ali	Apr 9, 2023
✔ Discussing the research	Farheen Ali	Apr 9, 2023

Agenda item:	Planning for next week	**Presenter:**	Farheen Ali

Discussion:

For next week, we are planning to get more information that is needed. We will start to work on a presentation, assigned to who is doing certain slides.

Conclusions:

Work is being completed in a successful manner.

Action items	Person responsible	Deadline
✔ Research information	Sonia Daneshwar	Apr 11, 2023
✔ Assigned slides to team members	Jacob Jones	Apr 11, 2023

Action items	Person responsible	Deadline
✔ Starting the presentation	Tyler Ramos	Apr 11, 2023

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

We are on track to complete the project successfully.